

PLEASE READ THESE INSTRUCTIONS CAREFULLY
WHO CAN ORDER A BIRTH CERTIFICATE?

Only those authorized by 50-15-121 MCA and 37.8.126 ARM, which includes the registrant, the registrant's spouse, children, parents, grandparents, a caretaker relative, guardian, an authorized representative, or those who provide documentation showing it is needed for determination or protection of the individual's personal or property rights. Proof of relationship, guardianship, caretaker relative, or authorization is required to obtain a certified copy of a birth record. Step-relatives, in-laws, aunts, uncles, cousins, ex-spouses, and a natural parent of an adoptive child are not eligible to receive a certified copy of a birth certificate.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

SUGGESTED IDENTIFICATION

Picture ID with a Signature	OR two forms of ID – One MUST have a Signature		OR
<ul style="list-style-type: none"> • Driver's license • State ID card • Passport • Military ID card • Tribal ID 	<ul style="list-style-type: none"> • Social Security card • Work ID card • Car registration/insurance • Doctor/medical record • Fishing license • US Military DD214 • Utility bill with current address 	<ul style="list-style-type: none"> • Voter registration card • Credit/debit/ATM card • School ID card • Insurance record • Paystub • Traffic/pawn ticket • Court record 	<ul style="list-style-type: none"> • Have an authorized family member who has an ID order the certificate

If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature. **IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and delays in processing your order may occur.**

FEES

All fees must be U.S. funds and are non-refundable. PLEASE MAKE CHECKS PAYABLE TO: MONTANA VITAL RECORDS

- **CERTIFIED COPIES OF A BIRTH CERTIFICATE:** Effective September 21, 2024, cost is \$16 each.
- **INFORMATIONAL COPIES OF A BIRTH CERTIFICATE** may be issued to anyone if the birth occurred at least 30 years prior to the date of application. Cost is \$16 each.
- **CERTIFIED COPIES OF DOCUMENTS** on file with the state (i.e. Paternity Acknowledgment, correction affidavits). Cost is \$16 each.

Please provide the following information:

FULL First, Middle, and Last name on Birth Certificate: _____

Has name ever changed other than marriage? No Yes If yes, original name: _____

Date of Birth: _____ Place of Birth (City or County): _____ Sex of Child: _____

Mother's **Full Maiden** Name: _____ Father's Full Name: _____

Your relationship to the certificate holder: _____ Reason Requesting: _____ Number of copies needed: _____

Mailing or Delivery Address:

Name: _____

Address: _____ City, State, Zip: _____

Daytime Telephone Number: _____ Email Address: _____

Signature of Applicant: _____

Notary (for use if needed)

Verification of Signer's ID is Mandatory

State of _____

County of _____

This record was signed and sworn to
(or affirmed) before me on
_____ (date) by

(Name of Applicant)

(Notary's Signature)

[Official Stamp]

Official Use Only	
Date	_____
Rec#	_____
Amount	_____
Cert#	_____
Ser#	_____
Comment	_____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)